

STATEMENT

Enrolment and orientation are an exciting and emotional time for children and families. It is important to manage this time with sensitivity and support, building partnerships between families and the Service. Such partnerships enable the Service and families to work toward the common goal of promoting consistent quality outcomes for individual children and the Service.

PURPOSE

We aim to ensure children and families receive a positive and informative enrolment and orientation process that meets their individual needs. We strive to establish respectful and supportive relationships between families and the Service to promote positive outcomes for children whilst adhering to legislative requirements.

SCOPE

This policy applies to children, families, educators, management, and visitors of the Service.

ENROLMENT

According to the Child Care Provider Handbook (November 2020) 'enrolling children is a requirement under Family Assistance Law for all children who attend childcare (or have an arrangement for care) regardless of their parent's or guardian's eligibility for Child Care Subsidy.

An enrolment links the child, the individual claiming the subsidy and the childcare service.' An enrolment notice is required for each child attending the Service. This reflects the type of arrangement that is in place between KCS and the family/individual or organisation.

IMPLEMENTATION

The Education and Care Services National Regulations requires approved providers to ensure their services have policies and procedures in place for enrolment and orientation (regulation 168) and take reasonable steps to ensure those policies and procedures are followed (regulation 170).

Our Service accepts enrolments of children aged between 4 and 12 years of age and are attending primary school or are enrolled to attend school in the year they attend in the case of 4-year olds.

Enrolments will be accepted providing:

- a. The maximum daily attendance does not exceed the licensed capacity of the Service.
- b. A vacancy is available for the booking required.
- c. The required educator to children ratio is maintained.
- d. Priority of access guidelines are adhered to.

PRIORITY OF ACCESS

In the enrolment of students for OSHC, priority will be given to:

1. Children attending the school where the OSHC is operating, that is, Carlton South Public School, Blakehurst Public School and Kyeemagh Public School
2. Siblings of children attending the school where the OSHC is operating.

Children with disabilities will be enrolled if the Service can meet the child's needs. Additional resources and funding may be required through disability and inclusion programs.

ENROLMENT

When a family has indicated their interest in enrolling their child in our Service:

- Families will be directed to access the Family Handbook on our website which contains a range of information about the Service including:

- the service philosophy, inclusion, programming methods, menu, incursions, excursions, fees, policies, procedures, regulations and the licensing and assessment process for our State, signing in and out procedure, the National Quality Framework, and educator and parent communication strategies, etc.
- Families will be invited to ask questions and seek any further information they may require.
- Families will be provided with possible vacancies and start date if the booking is full.
- Families can request to bring their child into the Service at a time that is mutually convenient to familiarise themselves with the environment and educators as part of the orientation process
- Any matters that are of a sensitive nature, such as discussing a child's medical needs, Court Orders, parenting plans or parenting orders, will be discussed privately with the Nominated Supervisor. Families will be required to submit any documents required in relation to Court Orders, medical needs or plans.
- Families will complete the enrolment form informing management of their child's interests, strengths and individual needs
- Families may complete a Child Care Subsidy activity test to check eligibility and entitlements for CCS and Additional Child Care Subsidy (ACCS). This can be completed online through myGov website.
- The Complying Written Arrangement (CWA) will be discussed with families which states the fees charged in exchange for care sessions.
- Information about gap fees and absences will be discussed.
- Where there are certain changes to the individual Complying Written Arrangements (CWA) for care between KCS and the family, KCS will update the arrangement in writing.
- It is a legal requirement that prior to the child starting at the Service we have all required documents including:
 - The completed enrolment form via QIKKIDS Family Portal;
 - Medical management plans (if relevant) completed by the child's general practitioner;
 - A current Immunisation History Statement from the Australian Immunisation Register (AIR) showing the child is up to date with immunisations for their age; and
 - Details of any court orders, parenting orders or parenting plans.
- Parents must notify the Service if their child is not up to date with their immunisations for their age via the enrolment form and attach the required documentation on their AIR immunisation History Statement.
- Children who have not been immunised can be enrolled at the Service but they may not be eligible for Child Care Subsidy. Parents need to check with the Centrelink for confirmation. During outbreak of an infectious disease, unimmunised children will be excluded from attending care.
- If a child cannot be immunised due to a medical condition they may still be enrolled at the Service with supporting documentation (Medical Exemption Form).
- If a child is on a 'catch-up' schedule for immunisations they may still be enrolled at the Service. The child's immunisation history statement will indicate that the child is on a catch-up schedule.
- It is the family's responsibility to keep the Service informed of any changes to the information recorded on the application form.

FAMILIES WILL BE ASKED TO PROVIDE THE FOLLOWING INFORMATION:

1. Full name/s of parent/s (or the person legally responsible for the care of the child), residential address, place of employment and contact telephone number, date of birth required for CCS.
2. The full name, address and contact telephone number of a person or persons, authorised by the parent who may be contacted in case of an emergency concerning the child if a parent is unable to be contacted (authorised nominee)
3. The full name, address and contact telephone number of any person authorised by the parent to collect the child from the Service (authorised nominee)
4. Full name of the child
5. Child's date of birth
6. Child's address
7. Gender of the child
8. Cultural background of the child
9. Provision of care – if care will be a routine and/or casual etc.
10. Sessions enrolled: before school, after school and/or vacation care

11. Complying Written Agreement on fee information
12. Immunisation History Statement
13. Any court orders or parenting agreements regarding the child
14. The primary language spoken by the child
15. Any special requirements of the child, including for example cultural or religious requirements
16. The individual needs of a child with a disability or with other additional needs
17. A statement indicating parental permission for any medications to be administered to the child whilst at the Service.
18. Authorisation and signature by parent/authorised person for KCS, Nominated Supervisor or Responsible Person to seek:
 - o medical treatment for the child from a registered practitioner, hospital or ambulance service
 - o transportation of the child by an ambulance service
19. Child's Medicare number (if available)
20. Specific healthcare needs of the child, including allergies and intolerances
21. Any medical management plan for a specific severe healthcare need, medical condition, or allergy, such as an Anaphylaxis Emergency Management Plan or Risk Minimisation Plan.
22. Details of any dietary restrictions for the child
23. The name, address and telephone number of the child's doctor
24. Authorisation for regular occurring outings/excursions
25. Customer Reference Number (CRN) for child and claimant

ORIENTATION OF THE SERVICE

During the orientation of the Service, families will be:

- Provided with the enrolment form (QIKKIDS) available on KCS's website and explained for enrolment and booking procedures.
- Asked to share information on any medical management plan or specific healthcare needs of their child (if applicable).
- Informed of the pick-up and drop-off arrangements.
- Details of the Nominated Supervisor of the Service and the means of contact with the Service during the operation and non-operation hours is available in the Handbook.

Nominated Supervisor will ensure:

- A child with medical needs does not begin attending the Service unless a medical management plan is received and medication, if any, is brought to the Service.
- The child's medical management Plan is recorded, and this information is shared/distributed to Educators.
- Action plans are completed in full (if relevant).
- Administration of medication forms are completed (if relevant)
- Risk minimisation plans and communication plans are requested/completed with parents for children with medical needs

CHILD CARE SUBSIDY

[Child Care Subsidy](#) (CCS) aids families to help with the cost of childcare for children aged 0-13 years. The number of hours of Child Care Subsidy a family is entitled to per fortnight is determined by an activity test. The more hours of activity parents do, the more subsidised care they can access, up to a maximum of 100 hours per fortnight for each child.

[Child Care Subsidy activity test](#)

- CCS is based on the combined family income, activity test and the type of early childhood education and care service.
- Families must complete the Child Care Subsidy activity test online through the myGov website.
- Families are provided with a Customer Reference Number (CRN).
- Child Care Subsidy is paid directly to providers (KCS) to be passed on to families as a fee reduction.

- Families will contribute to their childcare fees and pay KCS the difference between the fee charged and the subsidy amount- generally called the 'gap fee'.
- Families may also be eligible for Additional Child Care Subsidy depending upon their circumstance

ON THE CHILD'S FIRST DAY

Consideration will be made to each family regarding the initial settling in period and strategies may be offered to assist both parents and the child. Parents will be reassured that they are able to speak to the Service to check in on their child.

On the first day, the child and their family will be welcomed by Nominated Supervisor or Responsible Person and shown where or how to sign their child in/out of the Service:

- The Nominated Supervisor/Responsible Person will discuss what is happening in the Service when a child is dropped off to care for Before School Care & Vacation Care.
- During a Before School Care or Vacation Care session Information about collecting their child at the end of the day will be discussed.
- Upon collection the Nominated Supervisor/Responsible Person will update the family on how the child's first day at care was.

COMPLIANCE

NATIONAL QUALITY STANDARD (NQS)		
QUALITY AREA 6: COLLABORATIVE PARTNERSHIPS		
6.1	Supportive relationships with families	Respectful relationships with families are developed and maintained and families are supported in their parenting role.
6.1.1	Engagement with the service	Families are supported from enrolment to be involved in their service and contribute to service decisions.
6.1.2	Parent views are respected	The expertise, culture, values and beliefs of families are respected, and families share in decision-making about their child's learning and wellbeing.
6.1.3	Families are supported	Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing.
6.2	Collaborative partnerships	Collaborative partnerships enhance children's inclusion, learning and wellbeing
6.2.3	Community and engagement	The service builds relationships and engages with its community.

CHILDREN (EDUCATION AND CARE SERVICES) NATIONAL LAW NSW	
S175	Offence relating to requirement to keep enrolment and other documents
77	Health, hygiene and safe food practices
78	Food and beverages
79	Service providing food and beverages
80	Weekly menu
85	Incident, injury, trauma and illness policies and procedures
86	Notification to parents of incident, injury, trauma and illness
88	Infectious diseases
90	Medical conditions policy
91	Medical conditions policy to be provided to parents
92	Medication record
93	Administration of medication

97	Emergency and evacuation procedures
99	Children leaving the education and care service premises
100	Risk assessment must be conducted before excursion
101	Conduct of risk assessment for excursion
102	Authorisation for excursions
102D	Authorisation for service to transport children
157	Access for parents
160	Child enrolment records to be kept by approved provider
161	Authorisations to be kept in enrolment record
162	Health information to be kept in enrolment record
168	Education and care service must have policies and procedures
173	Prescribed information is to be displayed
177	Prescribed enrolment and other documents to be kept by approved provider
181	Confidentiality of records kept by approved provider
183	Storage of records and other documents

SOURCE

- Australian Children's Education & Care Quality Authority. (2014).
- Australian Government Department of Education, Skills and Employment. (2019) Care Provider Handbook
<https://www.education.gov.au/child-care-provider-handbook-0>
- Australian Government Services Australia
<https://www.servicesaustralia.gov.au/individuals/services/medicare/australian-immunisation-register/how-get-immunisation-history-statement>
- Services Australia (Centrelink): <https://www.servicesaustralia.gov.au/individuals/services/centrelink/child-care-subsidy>
- Education and Care Services National Law Act 2010. (Amended 2018).
- [Education and Care Services National Regulations](#). (2011)
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2020).
- NSW Government Health. (2019). Questions and answers about vaccination requirements for child care:
https://www.health.nsw.gov.au/immunisation/Pages/childcare_qa.aspx
- Revised National Quality Standard. (2018).

VERSION CONTROL & REVIEW

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Date Created	19/10/2021	Created By	Jordan Ross	Responsible	Children's Services Manager

Version Number	Modified or Reviewed by	Modifications Made/Notes	Date	STATUS (Internal, External, Archived)
V1	SR	Compliance with NQF & Rebrand	January 2016	External
V2	SR & TT	Annual review	July 2016	External
V3	TT	Incorporated the Childcare Desktop template and amendments	January 2021	External
V4	MT	Content review	January 2021	External
V5	JR	<ul style="list-style-type: none"> New format 	October 2021	External
V5	MT	Content review, formatting and approval	25/11/2021	External